

**MINUTES OF MEETING  
GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Grand Haven Community Development District held a Virtual Regular Meeting and Multiple Public Hearings on Thursday, September 3, 2020 at 3:00 p.m., at <https://zoom.us/j/2043596216> and 1-929-205-6099, Meeting ID 204 359 6216, for both.

**Present at the meeting, were:**

Dr. Stephen Davidson	Chair
Marie Gaeta	Assistant Secretary
Ray Smith	Assistant Secretary
Kevin Foley	Assistant Secretary
Chip Howden	Supervisor

**Also present, were:**

Howard McGaffney	District Manager
Scott Clark	District Counsel
Barry Kloptosky	Operations Manager
Jason Davidson	Vesta/AMG
Ross Reuben	Vesta/AMG
Sue O'Lear	Vesta/AMG

**Residents present, were:**

Dr. Rob Carlton	Denise Gallo	John Polizzi	Marty Garziglia
Michael Flanagan	Deanna Frank	Jeff Latko	Tom Byrne
Kevin Callahan	Lisa Mrakovic	Kathleen Fuss	Ron Merlo
Michelle Bagnoli	Mark Leo	Dave Reisman	Pat Hoffman
Dr. Merrill Stass-Isern			

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney called the meeting to order at 3:04 p.m. All Supervisors were present. In consideration of the COVID-19 pandemic, this meeting was being held virtually, via Zoom, and telephonically, as permitted under the Florida Governor's Executive Orders, which allow

***Disclaimer:** These summary minutes are intended to highlight the topics discussed, items being considered and actions taken.*

local governmental public meetings to occur by means of communications media technology, including virtually and telephonically.

**SECOND ORDER OF BUSINESS****PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

- **District Counsel: *Clark & Albaugh, LLP* [Scott Clark]**

**This item, previously Item 7D, was presented out of order.**

Mr. Clark stated that he would provide comments regarding a drainage issue in Wild Oaks in conjunction with Mr. Kloptosky's report.

- **Amenity Manager Report: *Amenity Management Group, Inc.* [Andrew Huebner]**

**This item, previously Item 7B, was presented out of order.**

Mr. Reuben reviewed a list of ongoing and proposed Café, community and social events. Community updates would be provided via the weekly newsletter, flyers, e-blasts and the Amenity website. Events would be introduced as appropriate, within COVID-19 guidelines, with Board approval. Discussion ensued regarding activities, virtual and outdoor events, social distancing, disinfection and cleaning procedures and facilitator training. The consensus was to proceed slowly and focus on COVID-19 guidelines. Event size would be controlled via the RSVP and check-in system.

- **Operations Manager: [Barry Kloptosky]**

**This item, previously Item 7C, was presented out of order.**

Mr. Kloptosky discussed a drainage issue at a Wild Oaks residence built by Skyway Builders, where a small sump pump and drain pipe were installed to remedy a drainage issue with a tree in the backyard. A prospective buyer requested assurance that this was acceptable to the CDD. All information received from the buyer was forwarded to Mr. Clark, who conferred with the District Engineer. Mr. Clark stated that the buyer was asked to sign a Use Agreement with the typical protections, including hold harmless protections. The District would not be obligated to repair any defect and would retain the ability to require removal. Discussion ensued regarding other trees with similar issues including natural flow drainage.

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Use Agreement drafted by District Counsel, was approved.**

Supervisor Davidson suggested sending a letter to the Architectural Design Committee (ADC) and the GHMA regarding the issue and the resolution. Mr. Clark would send the letter.

Mr. Kloptosky provided the following updates:

- Village Center Stucco and Building Envelope Project: The final walkthrough and punch list items were completed and the final retainage payment would be released.
- Village Center Breezeway Ceilings and Column Replacement: The pre-construction meeting was held August 27, 2020; the tentative start date was September 2, 2020 and the project was estimated to take three months. An e-blast would be sent to the community. Amenity closures were not anticipated but would be addressed during construction. Ms. Leister would be consulted regarding palm trees that grew too large for the space.
- Front Street Gazebo and Pier and Golf Club Pier Repairs: Start date was moved to September 14, 2020 due to rain.
- The Village Center pickleball area survey was received. The Engineer would review and an update would be provided at the next meeting. Proposals were requested for additional surveys needed for the Escalante parking lot and Parcel K. Surveys were also needed for potential future parking and expansion north and south of The Village Center and the Creekside croquet area.

Discussion ensued regarding the need for surveys since the Developer's bankruptcy. The consensus was that, since multiple surveys were needed, it would be cost-effective to have them done at the same time.

Supervisor Howden asked if the Engineer evaluated pond bank erosion repairs. Mr. Kloptosky stated that some areas of concern were noted; an update would be provided.

- Sidewalk Repairs: Half of the repairs in Wild Oaks were completed and the rest were underway. Another contractor was addressing erosion on the coquina path. 50' of sidewalk was poured and a drain was installed to address erosion in the area. Repairs were planned on Waterside Parkway and in The Crossings. Sidewalks were marked with orange spray paint.
- Curb and Gutter Repairs: Work would resume now that asphalt was available.

- Village Center Court: Grading and sod were completed and a bench would be installed; the contractor was notified to proceed with painting court lines.
- Village Center Office Remodel: Interior doors and trim were installed. Exterior doors were delayed due to supply-chain issues.
- New Field Supervisor: Mr. Marc Ichart started training on August 24, 2020. Two interviews were scheduled for maintenance workers.
- Bathroom Renovations: The updated project specifications sheet was emailed to the Board. This item would be added to the next Workshop agenda.
- Completing the fitness center remodel prior to the end of the fiscal year would require complete closure of the facility.

Mr. Kloptosky described the Fitness Center remodel project, including demolition and fitness equipment precautions, and responded to questions. An e-blast would be sent to inform residents that the facility would be closed for approximately four weeks. Vesta would update the reservations system accordingly.

### THIRD ORDER OF BUSINESS

### BUSINESS ITEMS

#### A. Discussion: RFP for Amenity Management Services for the Village Center and Creekside Amenity Center and RFP for Food and Beverage Operations of the Café

Mr. McGaffney stated the Request for Proposals (RFP), in redline form, including Board Member changes would be included in the next Workshop agenda.

#### B. Discussion: Colbert Lane

This item was addressed following Item 3C.

#### C. Discussion: SWOT

Supervisor Smith stated that each Board Member's prioritized items were due to Ms. Gillyard by September 8, 2020. A discussion agenda would be emailed before the next meeting.

#### ▪ Discussion: Colbert Lane

**This item, previously Item 3B, was presented out of order.**

Supervisor Smith noted that Colbert Lane would eventually be developed with as many as 6,000 additional residences and that the County owns the fence and the land surrounding the community. He discussed the likelihood that buffer vegetation would be removed when

Colbert Lane increases to four lanes, resulting in privacy loss and impaired security, and recommended that the CDD obtain control of the fence and the surrounding landscaping. Mr. Clark suggested approaching the County as soon as possible. Discussion ensued regarding communicating with the County and the condition and boundaries of the fence. Mr. McGaffney would speak with the County Administrator. This item would be included in a future agenda.

**FOURTH ORDER OF BUSINESS**

**OPEN ITEMS**

Supervisor Howden suggested moving Items A, B, D, E, G and H into “Future Planning.” Mr. McGaffney would move those items to “Strategic Planning”.

**FIFTH ORDER OF BUSINESS**

**PUBLIC COMMENTS (3-Minute Rule)**

This item was presented in conjunction with the Ninth Order of Business.

**SIXTH ORDER OF BUSINESS**

**NEXT MEETING DATE: September 17, 2020  
at 10:00 A.M.**

○ **QUORUM CHECK**

The September 17, 2020 workshop would be canceled if not necessary.

**SEVENTH ORDER OF BUSINESS**

**STAFF REPORTS**

**A. District Engineer: *DRMP, Inc.* [David Sowell]**

There was no report.

**B. Amenity Manager: *Amenity Management Group, Inc.* [Andrew Huebner]**

**C. Operations Manager: [Barry Kloptosky]**

**D. District Counsel: *Clark & Albaugh, LLP* [Scott Clark]**

Items 7B, 7C and 7D were presented following the Second Order of Business.

**E. District Manager: *Wrathell, Hunt and Associates, LLC* [Howard McGaffney]**

There was no report.

**EIGHTH ORDER OF BUSINESS**

**SUPERVISORS' REQUESTS**

Supervisor Davidson requested an agenda item regarding the Code of Conduct be added to the next meeting agenda. Mr. McGaffney stated that the topic would be included on the October regular meeting agenda.

**TIME CERTAIN: 5:00 P.M., PUBLIC HEARINGS ON BUDGET AND ASSESSMENTS**

**NINTH ORDER OF BUSINESS**

**Public Hearing on the Adoption of Fiscal Year 2020/2021 Budget**

**A. Affidavit/Proof of Publication**

The proof of publication was included for informational purposes.

**B. Consideration of/Decision on: Resolution 2020-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date**

Mr. McGaffney presented the proposed Fiscal Year 2021 budget, highlighting the history of proposed assessments for each group of parcel owners. He explained the reasons for any line item increases, decreases and adjustments, compared to the Fiscal Year 2020 budget.

**On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the Public Hearing was opened.**

Resident John Polizzi asked if the District's large contracts were negotiated with clear metrics, measurements and outcomes for contractors. He observed that the Capital Improvement Plan (CIP) included \$152,000 for deck and gazebo repair and two maintenance categories each increased by \$20,000 and asked if there was a strategy to invest in maintenance to focus on critical infrastructure. Mr. McGaffney stated that the CDD goes to great lengths to ensure that project scopes are correct before going out to bid; he would contact Mr. Polizzi directly to provide more details.

Resident Michael Flanagan requested an executive view to give homeowners a better understanding of the financials and more detail about individual line items.

Resident Deanna Frank noted that the amounts in the August 14, 2020 letter differed from the amounts in the agenda. Mr. McGaffney explained that the assessment increase of \$34.82, listed in the Truth in Millage (TRIM) Notice was unchanged. Some line items increased since the notices were mailed. He discussed the use of fund balance. Ms. Frank asked if infrastructure was receiving less funding than proposed. Mr. McGaffney responded affirmatively. Ms. Frank stated that she was discouraged to see the decrease.

Resident Tom Byrne reminded attendees about the “Meet the Candidates” event and stated the event would be viewable around September 16, 2020.

Resident Kevin Callahan expressed his dissatisfaction with the landscaping and grass maintenance on CDD-owned property. Mr. McGaffney stated that the Operations Manager noted his concern.

Mr. McGaffney asked those experiencing audio difficulties to send comments via email.

**On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with all in favor, the Public Hearing was closed.**

**On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all in favor, Resolution 2020-07, Relating to the Annual Appropriations and Adopting the Budget for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**TENTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and Objections on the Imposition of Maintenance and Operation Assessments to Fund the Budget for Fiscal Year 2020/2021, Pursuant to Florida Law**

- A. Affidavit/Proof of Publication**
- B. Mailed Notice(s) to Property Owner(s)**

The affidavit of publication and Mailed Notice were included for informational purposes.

- C. Consideration of/Decision on: Resolution 2020-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2020/2021; Providing for the**

**Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

**On MOTION by Supervisor Davidson and seconded by Supervisor Gaeta, with all in favor, the Public Hearing was opened.**

There were no public comments.

**On MOTION by Supervisor Davidson and seconded by Supervisor Howden, with all in favor, the Public Hearing was closed.**

**On MOTION by Supervisor Davidson and seconded by Supervisor Foley, with all in favor, Resolution 2020-08, Making a Determination of Benefit and Imposing Special Assessments for Fiscal Year 2020/2021; Providing for the Collection and Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

Supervisor Davidson stated that electrostatic sprayers and supplies were received and staff training would begin shortly. An application for reimbursement from CARES Act grant funds was submitted in the hopes a reimbursement for nearly \$20,000.

**ELEVENTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being nothing further to discuss, the meeting adjourned.

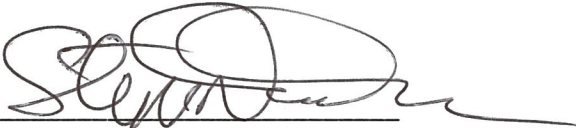
**On MOTION by Supervisor Gaeta and seconded by Supervisor Davidson, with all in favor, the meeting adjourned at approximately 5:31 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]





Secretary/Assistant Secretary



Chair/Vice Chair